

WWIN & ILOE Studios February 2022

February 14-17, 2022

Caesars Forum - Forum, Summit, Academy

COMPANY NAME	BOOTH #
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DISPLAY LABOR ORDER

DEADLINE DATE: 1/26/2022

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES	HOURS	COST PER HOUR	TOTAL		
	STRAIGHT TIME (ST) - One Hour Minimum		\$ 92.00			
	OVERTIME (OT) - One Hour Minimum		\$ 138.00			
	DOUBLE TIME (DT) - One Hour Minimum		\$ 184.00			
LABOR ORDERED ON SITE WILL BE AT THE RATE OF: ST \$150.00 OT \$225.00 DT \$300.00						
<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>						
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.						
EQUIPMENT		HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
	FORKLIFT w/operator 0 to 4,000 lbs		\$ 225.00	\$ 337.50	\$ 450.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote. <i>If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.</i>					

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): Las Vegas Expo will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONSIGNEE (Where your freight is being shipped to when the show closes)			BILLING INFORMATION (Responsible party paying your carrier's shipping charges)		
CO. NAME				CO. NAME	
ADDRESS				ADDRESS	
CITY	STATE	ZIP		CITY	STATE ZIP
SHOW		BOOTH #		SHOW	
CONTACT				CONTACT	
PHONE				PHONE	

*Labor orders need to be placed in advance. Orders need to be sent in by the deadline date to ensure labor availability.
Onsite orders will be handled on a first come first serve basis at a higher rate and upon availability.*

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WORK AUTHORIZATION DEADLINE DATE: 1/26/2022

**All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.**

We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by Las Vegas Expo no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION	EAC COMPANY NAME							
	SERVICES TO BE PROVIDED							
	EAC CONTACT PERSON(S)							
	ADDRESS							
	CITY		STATE		ZIP			
	PHONE		FAX					
	EMAIL							
	Is this company authorized to order services on your behalf?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
	Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>				<input type="checkbox"/> YES*		<input type="checkbox"/> NO	
	EXHIBITING COMPANY							
PHONE								
BOOTH #(S)								

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ **PRINT:** _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSUREDS: Las Vegas Expo, Inc. (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

CERTIFICATE HOLDER: Must be Las Vegas Expo, Inc

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer

SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.completeshow.com/eacregistration/>

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THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize Las Vegas Expo Complete Show Services to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

THIRD PARTY'S CREDIT CARD	EXHIBITING COMPANY NAME															
	EXHIBITING COMPANY								BOOTH #							
	THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)															
	THIRD PARTY COMPAN						PHONE									
	THIRD PARTY CONTACT						EMAIL									
	ADDRESS															
	CITY			STATE			ZIP			BOOTH #						
	<input type="checkbox"/> DISCOVER				<input type="checkbox"/> VISA				<input type="checkbox"/> MASTERCARD				<input type="checkbox"/> AMERICAN EXPRESS			
	ACCOUNT NUMBER															
	EXPIRATION DATE								SECURITY CODE REQUIRED							
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>															
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)															
	CITY			STATE			ZIP									
	CARDHOLDER'S NAME (PLEASE PRINT)															
	CARDHOLDER'S SIGNATURE*			X _____												
*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.																

SERVICES TO BE INVOICED TO THIRD PARTY	
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Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.



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MATERIAL HANDLING	MATERIAL HANDLING				
	(The PAYMENT AUTHORIZATION FORM must accompany this form)				
	ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.				
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 78.00 Per 100 lbs	\$ 101.40 Per 100 lbs	\$ 105.30 Per 100 lbs	\$ 136.50 Per 100 lbs	
Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE-IT/LAS VEGAS EXPO does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.					
200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE	
SHOW-SITE	\$ 105.00 Per 100 lbs	\$ 136.50 Per 100 lbs	\$ 141.75 Per 100 lbs	\$ 184.28 Per 100 lbs	
Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.					

Overtime will be charged on all warehouse shipments, anything handled after 4:30pm and weekends.

OVERTIME	200 LBS MINIMUM		INBOUND	OUTBOUND	
	OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)	\$ 25.00 Per 100lbs	\$ 25.00 Per 100lbs		
Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate. See specifications below.					
SMALL PACKAGES	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
	SMALL PACKAGE	\$ 45.00	\$ 35.00	\$ 65.00	\$ 55.00
	30% Late fee if received after deadline date		Maximum weight per shipment is 25lbs.		
Items received without documentation will be delivered without guarantee of piece count or condition.					

TOTALS	WEIGHT PER SHIPMENT	RECEIVING LOCATION	RATE	ESTIMATED TOTAL	
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

DO NOT SHIP DIRECTLY TO THE FACILITY, USE THE SHOW LABELS.

INSTRUCTIONS	All material handling rates include delivery to booth		All shipping charges must be prepaid	
	Materials must arrive during published dates to avoid additional charges		No collect shipments. "COD"	
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge			
	SPECIAL HANDLING			
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line		Materials with no inbound documents	
	Material with no certified weights		Materials with no pick points received	
	OVERTIME (OT)			
	Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 4:30 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.			
	Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs. <i>Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$98.00 per 100 lbs = minimum charge of \$ 196.00</i>			
	Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges. <i>Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$ 98.00 = \$ 392.00</i>			